S 109

1950-51 **File No.** S 109
Pt. IV

B CLASS P. W. **DEPARTMENT.**
E. **BRANCH** (II)

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**Subject:—** Office Duties
and
Office orders
P. W. D. Secty

B[K] 1951.

BLNJ 17

(V

Pt- IV

Std. Sectt. 75 e.

G.R., G. D., No. 2408, dated 22-6-22.]

Correspondence

# DOCKET SHEET

*Subject :—*

**File No.** S 109 Pt. II

P. W. **DEPT.**

E **BRANCH.** II

*References :—*

A copy from the main file B(C).

| Date. | To whom sent. | Notes and instructions. |
|---|---|---|

Std. Scott. 78 a.

G.R., G.D., No. 2408, dated 22-6-22.]

Correspondence

# DOCKET SHEET

*Subject :—*

**File No.** S 109 Pt. II

P. W. **DEPT.**

E **BRANCH.** II

*References :—*

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LETTER.

No.S.100-E(II). PUBLIC WORKS DEPTT.,

BOMBAY CASTLE(BOMBAY NO.1

27th FEBRUARY 1951.

To,

The Chief Engr.,El.Grid,Bombay.

The S.Es. of Circles,

The El.Engr. to Govt.

The Public Health Engr.to Govt.,

The Architect to Govt.

Subject:- Official correspondence with Govt. or Chief Engr. P.W.D.

It has been noticed of late that several communications addressed either to Govt. or to the Chief Engr., P.W.D., by the local officers are signed by the Head Clerks in respective offices. This practice should be discontinued.

2. All communications intended for Govt. or to the Chief Engr.,P.W.D., should ordinarily,be signed by the addressing officer or "for" that officer by an authorized person (who should be a gazetted officer as far as possible) if the officer is unable to sign the communications, being on tour or for adequate reason. In the case of S.Es' offices, the authorized person would be Personal Assistant or the Technical Assistant to the S.E. and not the Head Clerk. The practice of the Head Clerk to the S.E. addressing a communication to the Assistant Secy. to Govt. with the words "I am directed by the S.E....." is highly objectionable, since the Head Clerk is not permitted to authenticate and order or letter.

By order etc.

Sd/-
(D.N.DARUWALA),
ASST. SECY. TO THE GOVT. OF B'BAY
P. W. D.

D.A.-Nil

T.A